

**Ascend Wilderness Experience**  
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## **Ascend Wilderness Guide Job Description**

**Job Title:** Wilderness Guide  
**Supervisor:** Program Director  
**Supervises:** N/A  
**Status:** part-time, non-exempt  
**Salary:** \$17 per hour for regular pay in the field. Overtime rate is time and a half. Rates of pay on day hikes are as long as the work day is, with overtime pay after 8 hours if overtime occurs, but not to exceed 4 hours of overtime pay. Rates of pay on multi-day trips are considered 12 hour days, with 8 hours regular rate, and 4 hours overtime. The rate of pay on the last day of a multi-day trip will reflect that of a day hike rate. Training days are not to exceed 8 hours per day.

**SUMMARY:** *The Wilderness Guide will prepare for and execute outdoor programs for the Ascend Wilderness Experience as directed by the Program Director and Executive Director. This job is diverse and includes, but is not limited to: being the responsible party in the field for outdoor programs that promote stewardship and individual development, attending trainings and orientation meetings, communicating with participants and families, maintaining physical safety of individual youth and the group in the wilderness, mentoring youth and modeling backcountry skills. This job will provide for training in an array of skills such as Wilderness First Aid, CPR, as well as Water Safety. Ultimately this position will help promote and carry out Ascend's mission of making wilderness accessible to everyone in safe and inspiring ways and fostering a community of stewardship and love for our wild places.*

**ESSENTIAL RESPONSIBILITIES AND DUTIES** include the following. Other duties may be assigned.

### Pre-Trip Preparation and Organization

- Submit all preliminary paperwork, background check, driving record, etc. Fees associated with those filings will be reimbursed.
- Attend all necessary training – Staff Training, Wilderness First Aid, Water Safety, etc.
- Attend Orientation meeting(s)
- Facilitate Pack Meeting(s)
- Help organize and pack food pre-trip.
- Be available for and responsive to questions from trip participants and families

### Mandatory Trainings:

- Wilderness First Aid (WFA) - 2-day training, usually in May.
- Ascend Staff Training - Two 8 hour days, usually in May.
- Water Safety Course - staff have the choice of the water safety certification of their choice. Examples include Basic Water Safety or Lifeguard (both Red Cross certifications), or Swift Water Rescue. Employees will be compensated up to the cost of the Basic Water course (\$60 towards the training fee, and 4 hours of time). Employees shall also be compensated a travel stipend of \$30 if traveling more than 40 miles to complete the course.
- Stewardship & Trail Building courses hosted by the Forest Service, TBD each year. This is for staff who will be guiding stewardship based trips.

### Leadership During Ascend Wilderness Trips

- Maintain physical safety of individual youth and the group
- Model backcountry skills including: proper packing of gear, managing and clean up of campsite, stove use, food prep and cooking, food hanging, first aid, proper process and disposal of human waste, water filtering, responsible handling of equipment, map reading, etc.
- Demonstrate enthusiasm for Leave-no-Trace outdoor ethics
- Lead Stewardship Activities – e.g. weed identification and eradication, clean up of campfire rings, monitoring for solitude, etc. If guiding stewardship based trips, you will be required to perform more arduous tasks such as trail building, brushing, rock work, log outs, etc.
- Initiate team building activities – engage youth in cooking meals, playing games, doing chores, and undertaking adventures and creative endeavors
- Manage conflict and behavioral issues

### Post-Trip Duties

- Recoup and account for gear and report any damage or losses
- Complete post-trip survey and report to Program Director following each trip regarding successes and challenges
- Complete any necessary follow-ups or evaluations as required by Program Director
- Clean and put away all gear at the Weaverville office.

### **QUALIFICATIONS:**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- \* Capable of safe and sound decision making and responding efficiently, effectively and sensitively to any emergencies or problems that arise
- \* Ability to lead by example, promoting the development of backcountry skills as well as life skills such as organization, self-esteem, problem-solving strategies, communication techniques, and social skills
- \* Experience working with youth, and awareness that compassion, flexibility and patience are critical tools in interacting with youth.
- \* Expertise and drive balanced with openness to embrace new ideas
- \* Appreciation for diversity in culture, race, sexual orientation, religion, gender identity, ethnicity and differing, mental, physical, social and emotional ability.
- \* Comfortable living outdoors and with wilderness and trail skills (map, compass, & navigation, knot tying, tarp setting, fire building, etc.)
- \* Ability to complete Lifeguard Training/CPR and Wilderness First Aid Training (courses are offered through Ascend)
- \* Fitness level to carry a backpack weighing up to one third of your own body weight for approximately up to 8 hours per day for up to 7 days in a row.

### **Education/Experience:**

- \* Current CA Driver's License and satisfactory driving clearance
- \* Experience working with youth, and awareness that compassion, flexibility and patience are critical tools in interacting with youth.
- \* Expertise and drive balanced with openness to embrace new ideas

## **COMPETENCIES:**

To perform the job successfully, an individual should demonstrate the following competencies:

- **Problem Solving** - Identifies and resolves problems in a timely manner; Develops alternative solutions; Works well in group problem solving situations; Uses reason even when dealing with emotional topics.
- **Human Relations** - Manages difficult or emotional participant situations; Responds promptly to participant needs; Solicits participant feedback to improve service; Responds to requests for service and assistance; Meets commitments.
- **Interpersonal** - Focuses on solving conflict, not blaming; Maintains confidentiality; Listens to others without interrupting; Keeps emotions under control; Remains open to others' ideas and tries new things.
- **Teamwork** - Balances team and individual responsibilities; Exhibits objectivity and openness to others' views; Gives and welcomes feedback; Able to build morale and group commitments to goals and objectives; Supports everyone's efforts to succeed; Recognizes accomplishments of other team members.
- **Leadership** - Exhibits confidence in self and others; Inspires and motivates others to perform well; Inspires respect and trust; Accepts feedback from others; Gives appropriate recognition to others; Displays passion and optimism.
- **Managing groups**- Includes participants in planning, decision-making, facilitating and process improvement; Makes themselves available to participants; Develops participants' skills and encourages growth; Fosters quality focus in others; Continually works to improve leadership skills.
- **Ethics** - Treats people with respect; Shows respect and sensitivity for cultural differences; Promotes a harassment-free environment; Works with integrity and ethically; Upholds organizational values.
- **Dependability** - Follows instructions, responds to management direction; Takes responsibility for own actions; Keeps commitments; Commits to long hours of work when necessary to reach goals.
- **Initiative** - Volunteers readily; Undertakes self-development activities; Seeks increased responsibilities; Takes independent actions and calculated risks; Demonstrates persistence and overcomes obstacles; Asks for and offers help when needed.
- **Judgment** - Displays willingness to make decisions; Exhibits sound and accurate judgment; Supports and explains reasoning for decisions; Includes appropriate people in decision-making process; Makes timely decisions.
- **Professionalism** - Approaches others in a tactful manner; Reacts well under pressure; Treats others with respect and consideration regardless of their status or position; Accepts responsibility for own actions; Follows through on commitments.
- **Quality** - Demonstrates accuracy and thoroughness; Looks for ways to improve and promote quality; Applies feedback to improve performance; Monitors own work to ensure quality.
- **Safety and Security** - Observes safety and security procedures; Determines appropriate action beyond guidelines; Reports potentially unsafe conditions; Uses equipment and materials properly.

## **Driving Requirement:**

Travel throughout the county is required for all Ascend's programs.

Wilderness guides are not required to drive but if the guide is willing Ascend appreciates the help of transporting participants to and from trailheads. Hours are compensated and mileage is refunded at the current mileage reimbursement for California as determined by the IRS. A 3-year driving record from the DMV and proof of insurance will be required upon hire. Anyone driving for Ascend will be subject to Ascend Wilderness Experience's Driving Policy guidelines.

## **Job Screening:**

Since this job involves working with youth, this position will require a background check upon hire.

## **Language Ability:**

Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to write routine reports and correspondence. Ability to speak effectively before groups of participants or employees of the organization.

**Reasoning Ability:**

Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited resources exist. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

**Computer Skills:**

To perform this job successfully, an individual should have knowledge of Word Processing software, Spreadsheet software, GoogleDrive, email, scanning, and uploading photos. A Wilderness Guide is expected to check email frequently, as that will be the main mode of communication from the administration.

**WORK ENVIRONMENT:**

Ascend Wilderness Experience is an equal opportunity employer. AWE is committed to providing equal opportunity to all qualified persons regardless of race, color, citizenship status, national origin, ancestry, gender, pregnancy, sexual orientation, gender identity or expression, genetic information, age, religion, creed, physical or mental disability, marital status, veteran status, political or religious affiliations, genetic characteristics or any other characteristic protected by law ("Protected Status").

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is occasionally exposed to work near moving tool parts; work in high, precarious places; and outdoor weather conditions.

**PHYSICAL DEMANDS:**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

*N (Not Applicable) Activity is not applicable to this occupation.*

*O (Occasionally) Occupation requires this activity up to 33% of the time (0 - 2.5+ hrs/day)*

*F (Frequently) Occupation requires this activity from 33% - 66% of the time (2.5 - 5.5+ hrs/day)*

*C (Constantly) Occupation requires this activity more than 66% of the time (5.5+ hrs/day)*

Physical Demands		Lift /Carry		Push / Pull	
Stand	C	10 lbs or Less	F	12 lbs or less	O
Walk	C	11-20 lbs	F	13-25 lbs	O
Sit	O	21-50 lbs	F	26-40 lbs	O
Handling/Fingering	C	51-100 lbs	N	41-100 lbs	N
Reach Outward	F	Over 100 lbs	N		
Reach Above Shoulder	O				
Climb	O				
Crawl	O				
Squat or Kneel	O				
Bend	O				
Vision <input type="checkbox"/> Close vision (clear vision at 20 inches or less) <input type="checkbox"/> Distance vision (clear vision at 20 feet or more) <input type="checkbox"/> Color vision (ability to identify and distinguish colors) <input type="checkbox"/> Peripheral vision (ability to observe an area that can be seen up and down or to the left and right while eyes are fixed on a given point)					

- Depth perception (three-dimensional vision, ability to judge distances and spatial relationships)
- Ability to adjust focus (ability to adjust the eye to bring an object into sharp focus)
- No special vision requirements

**ACKNOWLEDGMENT:**

I have read this job description and fully understand the requirements set forth therein. I hereby accept this position and agree to abide by the requirements set forth and will perform all duties and responsibilities to the best of my ability.

The job duties, elements, responsibilities, skills, functions, experience, educational factors, requirements and conditions listed in this job description are representative only and not exhaustive of the tasks that the employee may be required to perform. The employer reserves the right to revise this job description at any time and require employees to perform other tasks as circumstances or conditions of its business, competitive considerations or a work environment change.

I further understand that my employment is at-will and thereby understand that the company or I may terminate the employment relationship at any time, with or without cause.

\_\_\_\_\_  
Employee, Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Employee, Printed Name